



Welcome to Turvey Park Public School

School Vision Statement

Turvey Park Public School strives to be an engaging and inclusive school community that offers a nurturing, responsive and diverse learning environment. Students are provided with innovative educational experiences to develop into lifelong learners; empowering them to become creative, independent and responsible community members.

School Details

Turvey Park Public School

31 Halloran Street
Wagga Wagga

Phone:	(02) 6925 2589
Fax:	(02) 6925 1663
Email:	turveypark-p.school@det.nsw.edu.au
Website:	www.turveypark-p.schools.nsw.edu.au
School Hours:	8.55 am—3.25 pm
Office:	8.45 am—3.30 pm

This handbook is designed to assist new families in understanding how our school functions.

It may not answer all your questions, but we hope it is a good starting point.

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School Executive 2017:

Principal:

Michael Woolbank

Assistant Principal:

Donna O'Grady

Assistant Principal

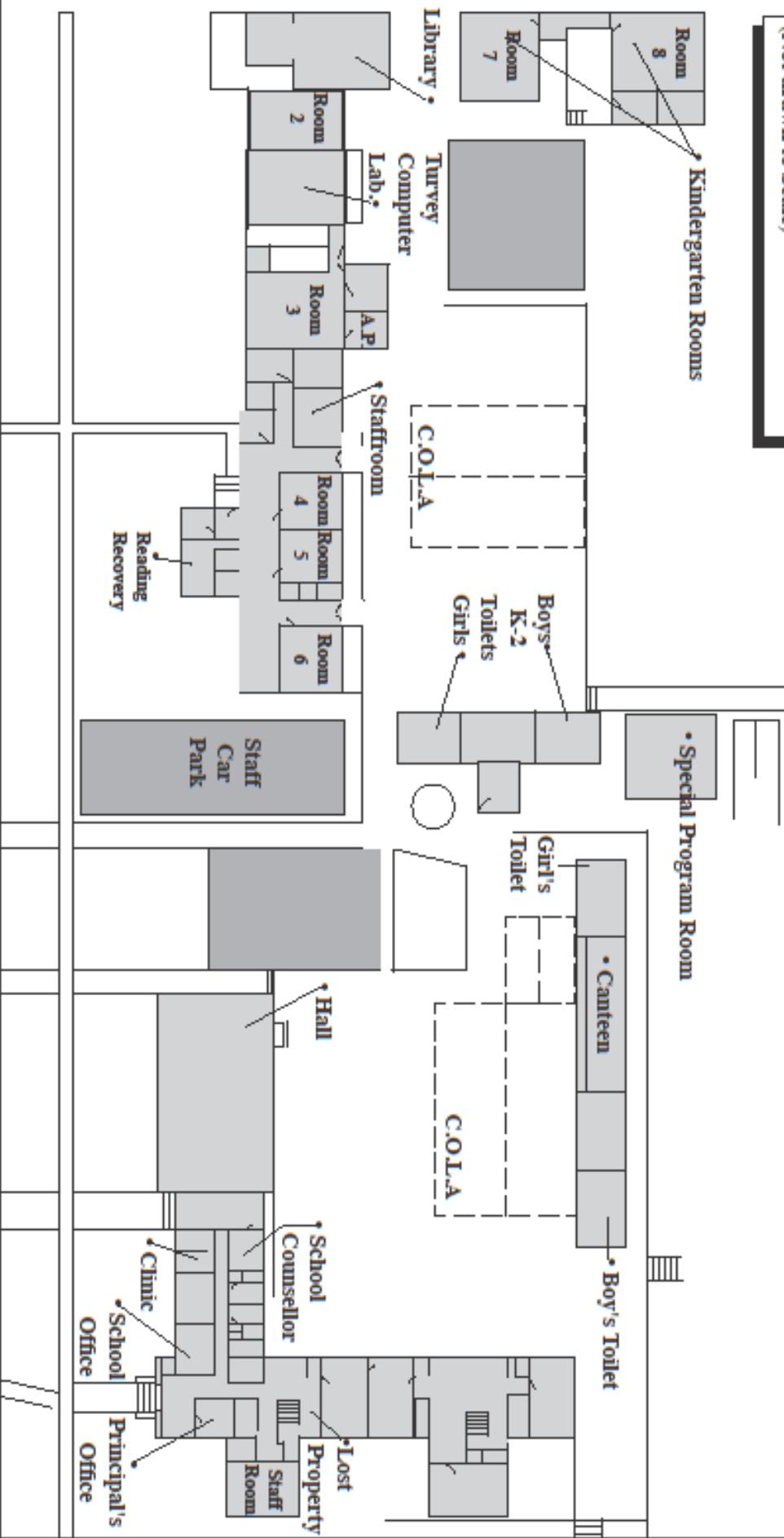
Penny McGrath

Assistant Principal:

Anne Cowell

Turvey Park Public School

Ground Floor Plan
(Not drawn to Scale)



School Hours:

Playground supervision commences	8.55 am
Classes commence	9.20 am
Recess	11.20 -11.45 am
Lunch	12.55 -1.50 pm
Students dismissed	- Kindergarten (first 5 weeks) 2.55 pm
	- All classes 3.25 pm

Please note:

Our playground is supervised from 8.55 am each school day.

Enrolment:

Children who turn five on or before 31st July of a given year, are eligible for enrolment at school. The first day of a school year is a school development day. No students attend on this day. Students entering Years 1 - 6, including those transferring from other schools, attend on the second day of a school year.

In 2017 - Kindergarten's first day is:

Tuesday 31 January 2017

We ask parents bringing Kindergarten children to school on this day to meet **in the school hall** at 9.30 am.

Note: Parents are required to provide the school with an **Immunisation History Statement** for all children entering Kindergarten. These are available from your family doctor or through Medicare. Parents who do not have their child immunised are advised that such students may be excluded from school during an outbreak of any infectious disease.

Children who live within the school zone will be enrolled once proof of residence has been provided to the school.

Turvey Park may accept children living out of the school zone (non-local). However, this is subject to the availability of positions and certain enrolment criteria. Application for enrolment and any enquiries about enrolment procedures must be made at the office.

2017 School Year:

Semester 1

Term 1	Friday	27 January	to	Friday	7 April
Term 2	Monday	24 April	to	Friday	30 June

Semester 2

Term 3	Monday	17 July	to	Friday	22 September
Term 4	Monday	9 October	to	Tuesday	19 December

School Development Days: Students DO NOT attend on these days

Friday 27 January
Monday 24 April
Monday 17 July
Monday 18 and Tuesday 19 December

General Information:

Absences:

If your child is absent for any reason, please send a note to your class teacher. Phone notifications are requested if an absence will be in excess of 3 days. A note explaining the reason for absence must be sent on the student's return. Teachers are required by law to register student absences.

Anaphylaxis:

Parents of children diagnosed with an anaphylactic condition are to provide the school with an Anaphylaxis Action Plan that has been endorsed by their medical practitioner. The plan is to be updated in subsequent years and provided to the school for its records. Parents of children with an Anaphylaxis Action Plan are expected to provide the school with an EpiPen (in date).

Assemblies:

Years K - 2 have an assembly on every second Friday. Years 3 - 6 alternate between a Primary Assembly and the K - 6 Assembly each week on Monday afternoon. All assemblies take place in the hall. Achievement awards are presented at these assemblies and parents are most welcome to attend. Watch the newsletter early in Term 1 for times.

Asthma:

The school has a **nebuliser** for those students who may require this treatment. Children are required to provide their own face mask, tube and medication to use the nebuliser.

Awards:

A variety of awards are presented at the assemblies to acknowledge both effort and achievement by students. They form part of our Student Welfare Policy and include:

- **Merit Awards**

These are presented by the class teachers to acknowledge effort and achievement in class.

- **Honour Awards**

When a student has received 5 Merit Awards, they may take them to the Principal who will present them with an *Honour Award* at the following whole school assembly.

Note: Merit Certificates carry over from year to year.

- **Honour Award Badge**

The badge is presented to students who have received 5 Honour Certificates.

- **Principal's Award Certificate**

These are presented to students from each class at the K - 6 assemblies.

- **Principal's Award Badge**

The badge is presented to students who have received 5 Principal Award Certificates.

- **The Science and Library Awards**

These awards are presented to the classes judged as the best participants by the teachers of these curriculum areas.

- **The Garfield Award**

This award is presented to the best behaved K - 2 class at each K - 2 Assembly. Garfield (the soft toy) spends the week with this class.

- **Best Behaviour Class Awards**

These awards are presented at the fortnightly K - 6 Assembly to the K - 2 and 3 - 6 classes judged to be the best behaved throughout the assembly.

- **Student of the Month**

Three students are presented with this prestigious award each month. They are selected by the Learning and Support Team from students nominated by teachers.

Bicycles/Scooters/Skateboards:

Occasionally students ride a bike to school. The school provides racks in which the bikes may be placed. **Students are not permitted to ride their bikes in the school grounds.** It is vital that all bikes brought to school have a quality chain and lock to secure them. The racks are placed in a highly visible area but the school does not accept responsibility for bikes damaged or stolen from these racks.

Students in K - 2 are requested not to ride to school without adult supervision. The school believes that children of this age are not yet ready to understand the appropriate road rules nor have they developed the appropriate coordination skills required to keep them out of danger. In the interests of your child's safety we ask for your cooperation in this matter.

All children riding a bike to school are required by law to wear a helmet and obey the traffic rules.

Scooters and skateboards should not be brought to school. There is a risk that they may be damaged or stolen and the school does not take responsibility for the safe storage of these items. Riding scooters and skateboards in the school grounds is prohibited.

Book Club:

Teachers volunteer their time to offer parents and students access to the Scholastic Book Club.

Approximately eight issues are offered each year and they provide parents with the opportunity to buy quality children's books at reduced prices. Order forms and related advertising material are sent out regularly throughout the school year. Returned order forms and payment are to be posted in the mail box at the office. Ordered books will be returned to your child within a few weeks.

Participation in this program also enhances the opportunities for the school to acquire new library books and teacher resource materials.

Buses:

A large percentage of children travel by bus to and from Turvey Park Public School each day.

- **Kindergarten children**

Kindergarten children who are commencing this mode of travel, will be initially assisted by their teachers. It is important that parents inform the Kindergarten teachers when this commences, preferably after a week or two.

- **Behaviour**

Turvey Park School expects students to behave appropriately at all times whilst travelling on buses. The local bus companies are responsible for the safety of all students on their buses.

If your child experiences difficulties, in any form, while on a bus going to or from school, you should contact the bus company concerned.

Students who continually misbehave on a bus will have their bus pass cancelled by the bus company. Turvey Park Public School has and will continue to support our local companies in keeping bus travel safe for all students, including applying disciplinary action if deemed necessary.

- **Supervision**

Parents please be advised that NO SUPERVISION is provided for children who arrive at school prior to 8.55 am.

Students travelling by bus are supervised by a teacher each afternoon until their bus departs.

Clothing Pool:

The clothing pool is a facility managed by the school's P & C Association to provide good quality second hand uniforms. The time that it is open varies from year to year and is dependent on the availability of a parent coordinator.

The clothing pool also welcomes items of uniform for sale. Should you wish to sell unwanted items, please affix a note with your name and contact address / phone number together with the amount you wish to receive for the article(s) and forward them to the office.

Communication

- **Weekly Newsletter**

The school publishes a weekly newsletter. This is sent home on Wednesdays with the youngest child from each family at the school. The newsletter informs parents on a wide variety of matters relating to current happenings within the school. **Please take the time to read it!** If you wish to have it emailed, please notify the office.

- **Kinder News**

Kinder News is sent home weekly during Term 1 and then fortnightly for the remainder of the year. It has additional information for parents of Kindergarten students.

- **Parent - Teacher Information Evenings**

Early in Term 1, the school organises a Parent - Teacher Information Evening for each class. This provides an opportunity for parents to get to know their child's teacher and for teachers to get to know their parents. At these meetings, teachers outline their organisation of the classes, what things they would like the children to bring to school, what books the children will have, what subjects and topics the class will be covering, and much, much more. It also provides an opportunity for parents to ask any questions they may have.

- **General Enquiries**

If you are uncertain about events happening in school, the best way to find out **after reading the newsletter** is to phone the office. There is always someone available in the office and if they cannot answer your question they will refer you to someone who can.

- **Class Enquiries**

If you have questions relating to happenings in your child's class, the best person to see is the class teacher. The school always welcomes visitors but it is important that in the first instance, you call at the front office. Often the question can be answered there.

- **Interviews**

If you have a minor concern or a quick message for your child's teacher, please leave the message at the front office. If you have a more serious concern then it is best to make an appointment. This can be done by either phoning the school or sending a note with your child. The teacher will then arrange a time that is convenient to both.

- **Student Progress Reports**

These are sent home at the end of Term 2 and Term 4. Parents will be given the opportunity to attend student report conferences with their child's teacher to discuss their educational progress. Notes regarding these meetings are forwarded home to parents outlining the available dates and times.

- **Oral Messages**

Teachers often encourage children to deliver verbal messages to their parents. These may relate to bringing things in from home to help with activities. Such messages are rarely of an urgent nature and the general 'rule of thumb' is: "If it doesn't sound right, then the chances are that it's not". Congratulate your child for remembering and contact the teacher if you need clarification.

- **School Website**

General information on school operation, policies and programs can be found on the school website at www.turveyark-p.schools.nsw.edu.au. The website also hosts a calendar of coming events.

- **School App**

The school app can be downloaded onto all smart phones. The app provides notifications of coming events, a calendar of events, important notes and school newsletters. The username and password for the app can be obtained from the school office.

- **Emergency Contact**

It is vital that the school has up-to-date emergency contact information. This information is requested at the time of enrolment. It is vital that you inform the school of any changes that may occur. Our experience is that this is often overlooked. Please make our work easier by informing us of any changes to your address, phone number or emergency contact person.

To change this information you can either phone the office during school hours or send a note to your child's teacher.

Head Lice:

Head lice are a real headache for parents and schools. It is a problem that just won't go away. Children by their very nature come in close contact with others and a child who has lice can quickly spread it to others.

What can you do?

- Check your child's hair regularly.
- Have appropriate, medicated shampoo on hand.
- Notify the school if you find them in your child's hair.

Preventative measures:

- If your child has long hair, keep it tied back or plaited while they are at school.
- If your child has been infested be sure to wash all bed linen, headwear, etc.
- Treat all family members.

Should the school locate head lice in your child's hair, we will inform you as soon as possible.

Sporting Houses:

To assist in the organisation of carnivals and to promote participation and pride, all students are placed into a Sporting House. Each House has a designated colour which may be worn at carnivals. The Houses are:

STURT	-	Yellow
OXLEY	-	Blue
EVANS	-	Red
HUME	-	Green

Leaving the School: (during class time)

The school does not permit children who are being picked up for special reasons to wait outside the school grounds. **Parents are required to sign children out at the school office prior to collecting them and obtain an early leavers slip to give to the class teacher.**

Leave:

For a student to be absent for a period of time as a result of a family holiday or other reasons, it is necessary that parents contact the school principal seeking approval for extended leave in accordance with Department of Education policy. The teacher may advise of activities that could be completed during the absence. Often the holiday is educational in itself.

Library:

Our school library is open from Monday to Thursday. Our librarian opens the library each lunchtime from 1.25 pm to 1.50 pm. Every class has a one hour library lesson each week. All students have the opportunity to borrow books and we request that the students have library bags. Parents are asked to take an interest in borrowing and ensure that books are returned when due. We have a wonderful resource of books but we need your help to maintain it.

Your child's teacher will inform you of your child's library time early in Term 1.

The school reserves the right to suspend a student's borrowing and charge parents for lost or damaged books.

Lost Property:

Each year, the school accumulates hundreds of dollars worth of lost property. The main reason for this is that parents do not label children's clothing or property with a name or it has become unreadable. The school actively encourages children to care for their belongings and is only too happy to return found items to their rightful owners.

Please label all items of clothing with a name and regularly check it is legible - particularly sloppy joes, track pants, jumpers and lunch boxes.

The school maintains a Lost Property Store (see map). Please check this if you have lost items.

Lunch:

The P & C operated canteen is overseen by a canteen coordinator and a supervisor is employed to facilitate its day to day operation.

The school canteen is open every day to provide students with the opportunity to buy lunch. The canteen price list is sent home at the beginning of each school year. Variations are notified through the school newsletter. Students ordering their lunch are required to do so by 9.20am each day. Lunches are distributed to the students in class baskets under the supervision of teachers.

All students sit in class groups to eat lunch and are supervised by a teacher.

Teachers monitor students during this time to ensure that all children have something to eat and that lunches are not thrown in the bin. Teachers cannot force children to eat but we will endeavour to have uneaten lunches sent home to inform parents of what their child has had each day.

It is the parent's responsibility to provide a healthy lunch each day for their children.

Money:

Children are often required to bring in money for a variety of reasons. When sending in money, parents can assist by placing the money and any related form in an envelope clearly labelled with the child's name, class and purpose of the money, eg. excursion, performance, Book Club.

Small coins such as \$2 and 5 cents frequently fall out of envelopes. This can be prevented by taping over the ends of the envelope. Envelopes must be posted in the Finance Mail Box at the office.

Medication:

Medication will be administered by the school administration staff and will only be given if:

An "Administering Prescribed Medication to the Student" form has been completed by the parent / carer.

Note : Prescribed medication which is to be administered by the school administration staff must be brought to the school office by the parent / carer in the original container.

Notes:

Send a note to your child's teacher whenever your child is away or when you need to inform them of something that is relevant to your child's attendance or wellbeing at school. (See Sickness/Leave). If in doubt ... send a note. Your child's teacher will get back to you if required.

Parent Involvement

The students of Turvey Park Public School benefit greatly from the strong support of its parent community.

- **P & C Association**

The P & C not only provides vital financial assistance to the school but also organises activities for both students and the school community. Their role in the decision-making process of the school is valued and appreciated. The P & C meets on the second Wednesday of each month at 7.30 pm in the staffroom. The meetings provide an opportunity for parents to be kept informed of issues related to the education of their children and current happenings within the school. They also work in conjunction with other groups to organise fundraising events for the school.

- **Canteen Support**

The P & C has a designated canteen coordinator who works in partnership with the canteen supervisor. The coordinator's role is to liaise with the canteen supervisor to oversee the management of the canteen and its operation. The coordinator reports back to the P & C association meetings.

Interested parents who would like to help in the canteen should contact the canteen supervisor, Mrs Merryl Heydon. Parent helpers are rostered on a monthly basis.

- **Additional Parent Involvement**

For various reasons, some parents cannot participate in the above groups but do wish to assist the school in providing for the education of their children. There are a multitude of ways you can help. The two best ways to find out about these are:

- get to know your child's teacher and let them know you'd like to help
- read the school's newsletter for requests for help.

Release from Face to Face Teaching:

Each week all classes K - 6 spend one hour with the release teacher. This teacher position is supplied to the school to facilitate the provision of administrative time for each classroom teacher. This time is also available for parent - teacher interviews. The release teacher implements a science program at Turvey Park Public School. Your class teacher will advise you of their release time at the parent - teacher information session in Term 1.

School Leaders:

During Term 4, four student captains are elected from Year 5 for the following year.

House Captains are elected each year at the first Sporting House meeting of the year.

All elected student representatives have specific roles and responsibilities. They are supported by a designated staff member.

School Rules:

It is very important to foster a harmonious learning and working environment for both students and staff. In order to achieve this there has to be clear expectations of student behaviour. Our school rules provide a framework for this to occur.

- Be polite
- Be safe
- Be caring
- Be co-operative
- Be well behaved
- Be honest

Sickness:

The best place for a sick child is at home. (See also page 11)

Please do not send a sick child to school. Should a child present at school as being unwell, the school will contact you or your emergency contact. Teachers are obliged to care for the health and wellbeing of students and themselves. Students who are ill will be isolated and placed in the care of our school administration staff until such time as you or your emergency contact can be notified.

Special Religions Education / Special Education in Ethics:

Depending on the availability of scripture teachers, all students are allocated to a scripture lesson each week. Roman Catholic students attend scripture lessons organised by the parish priest. Scripture lessons for non-catholic students are conducted by the Christian Education Team which organises volunteer tutors to deliver a non-denominational program of basic religious instruction. At no stage are children pressured into attending a particular church. The lessons are based on the Christian ethos and bible stories.

Alternatively, students may attend Special Education in Ethics classes if they are provided by the school. This depends on the availability of trained volunteer ethics teachers.

Parents are requested to indicate their preference for their child / ren to either participate in scripture classes or ethics classes. Non-participation in either also remains an option.

Student Representative Council:

Turvey Park Public School has a Student Representative Council which is made up of representatives elected from Year 2 - 6 classes. The Student Representative Council organises special events for the students eg. mufti days (no uniform days) to raise funds for charities, talent shows, student competitions, etc. They also have an increasing role in the decision-making process at Turvey Park Public School.

Sport:

Weekly sport is conducted for all classes K - 6, weather permitting. The school also conducts athletics carnivals for all classes and a swimming carnival for Year 3 - 6 students each year. Inter-school representative sport is supported through participation in a variety of events organised by the Primary Schools Sports Association (PSSA).

School Contribution Fund:

The School Contribution Fund is an essential component of the school's budgeting strategy.

The school, in conjunction with the P & C, prioritises and allocates our funds. The contribution fund provides the opportunity for all parents to assist the school in providing for our students.

The school requests all parents contribute, as specified below, to support the enhancement of opportunities for students.

Yearly School Contribution

- \$35.00 for one child
- \$60.00 for two children
- \$70.00 for three or more children

How can you help your child at Turvey Park?

- Be interested in what your child does at school.
- Read with your child regularly
- Encourage your child to read and write.
- Contact 'your' teacher or the principal if you feel problems are developing at school.
- Attend your parent body meetings. Choose the one that best suits you.
- Take an interest in what your child is watching on TV and their use of computer technology.
- Label all clothing and property that comes to school.
- Work with the school to provide the very best for your child.

School Uniform:

The school community strongly supports the concept of students wearing our school uniform. The wearing of the uniform helps promote a positive school image and develops in the students a pride in their school.

Please label all items
with your child's name

Summer

Girls

OR

- **Dress:** green & white check with white Peter Pan collar.
Pattern : Wilkinson No. 295
- **Short white socks**
- **Black shoes**
- **Bottle green drill shorts**
- **White polo shirt**
- **Short white socks**
- **Black shoes**

Boys

- **Grey shirt**
- **Grey shorts**
- **Grey socks**
- **Black shoes**

Winter

Note : All tracksuit and sloppy joe tops are to be crew neck.

Girls

- **Dress :** bottle green A line style,
Pattern : Wilkinson No. 555
Or
- **Bottle green slacks**
Or
- **Bottle green tracksuit**
- *Senior Primary Students may wear a bottle green A line skirt*
Pattern : Wilkinson No. 569
with
- **White shirt / skivvy**
- **White socks or green stockings**
- **Bottle green pullover or sloppy joe**
- **Black shoes**

Boys

- **Grey shirt**
- **Grey trousers**
- **Bottle green pullover or sloppy joe**
Or
- **Bottle green tracksuit**
- **Grey socks**
- **Black shoes**

Note:

Turvey Park Public School fleecy lined spray jackets are available for purchase from Lowes.

Girls & Boys

Sport

Girls

- **Bottle green skirt or shorts**
- **White collared t-shirt**
Or
- **Bottle green tracksuit**
- **White socks & sport shoes**

Boys

- **Bottle green shorts**
- **White collared t-shirt**
Or
- **Bottle green tracksuit**
- **White socks & sport shoes**

Note : A sports uniform is optional for students in K - 2.

Hats

Turvey Park is a "Sun-Smart" school.

Every child is encouraged to wear a wide brimmed hat when outdoors during the summer months.

School shades (green frames) are available from the school office.

Bottle green beanies are also available to purchase for the winter months from the school office.



How sick is too sick for school

There is a difference between feeling sick and being too sick to go to school, but this is often very hard to decide. It happens in every household.

Decisions do have to be made and the care of the child is the parent's responsibility.

The question is: **How sick is too sick?**

There are many reasons why children claim to be too sick for school. Some examples are:

- forgotten homework
- lost shoes, books, etc
- unhappy at school
- has not made any friends yet
- in trouble yesterday
- up late, feels tired, etc

Sometimes children just feel neglected. Aches and pains are a way of gaining attention. Many times extra love and reassurance or a lift to school may solve the problem.

Occasionally there are no recognisable symptoms but reasons for feeling sick are real.

Bed or School?

In the early morning rush, a few good sense guidelines can come in handy. Remember, these can apply equally to adults as well as children.

Raised Temperature:

(Normal is 36.5 - 37 degrees C)

A temperature of 38 and a fever from the previous night, not responding to cold sponges and medication—keep your child at home.

Headache:

Not a stay at home reason in itself unless severe enough to spoil performance. It can be a symptom of fever, so take the child's temperature.

Ear Ache / Tooth Ache:

Little sleep and an upset night - stay at home. Do seek dental / medical advice.

Cold:

- a heavy cough with the child obviously disturbed; and
- a heavy cold, with sneezes, wheezes and misery, is a germ spreader - stay at home
- a runny nose and no fever - plenty of tissues and off to school

Diarrhoea:

Repeated visits to the toilet and / or associated stomach cramps—stay at home. Seek medical advice if it continues.

Upset Stomach / Nausea:

Vomiting after the previous evening meal and cannot eat breakfast - stay at home.

Rash:

A rash which is obviously not prickly heat or hives - stay at home. An unexplained rash with a fever needs medical attention.

Multiple Infected Sores:

If sores are being treated and covered, off to school.

Eye Infection:

Sticky eyes, watering or with collection of pus - stay at home and seek medical advice.

Things to do to benefit everyone:

- Keep the school up-to-date with current contact telephone numbers for both parents and / or emergency contacts.
- If in doubt, write the teacher a note and let them know your whereabouts for that day and a contact number.



Turvey Park Public School

School Song

*Proudly we stand
Giving our friends a helping hand;
Proudly embrace
Children of every creed and race,
Striving always for the best
Never failing in our quest;
Proudly we give,
Knowing the land in which we live
Is worth the price we pay,
Loyalty, honesty,
Friendship in every way.
Yet we know
Complacency may be our foe
This we'll fight
And put our shoulders to the wheel
With all our strength and might,
Proudly we come, lifting our voices everyone
To sing to Heav'n above;
Play the game, guard its name,
Honour the school you love.*

Turvey Park Public School

School Motto

"Strive for the best"